

INVENTORY CONTROL SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: An Inventory Control Specialist performs a variety of responsible clerical, inventory control, and accounting-related activities. Generally, duties include monitoring/maintaining materials contracts, computerized inventory control transactions, and invoice for payment processing. An employee in this class may perform physical inventories, research for discrepancies, work at public auctions as required, and/or provide clerical support for the unit. Duties require extensive customer, vendor, and public contact. In addition, an employee in this class provides clerical support for the *Materials and Supply Unit*. This class is also responsible for performing related duties as required.

Distinguishing Features: Work is performed under general supervision and requires close attention to detail as the error impact is substantial, and can have an adverse impact on other units and may result in increased costs due to stock depletion or excess. Therefore, most duties are performed within clear and well-defined guidelines, and incumbents are expected to handle daily work assignments independently and exercise judgment in the disposition of routine matters. Unusual situations or conditions are discussed with unit management. Contact with other City employees, vendors, and the general public is frequent and requires a working knowledge of City and department policies and procedures. Some assignments may require physically receiving and issuing materials and equipment. This class is supervised by the Procurement Specialist, who reviews work for completeness, correctness, and adherence to City and unit policies, procedures, and standards through meetings, reports, observation of work in progress, and the evaluation of results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from high school or GED. Any combination of training, education, and experience equivalent to good (1 - 3 years) experience performing responsible clerical, inventory control, and accounts payable functions, including heavy public contact experience, preferably in a customer service setting. Supplemental coursework in inventory control, accounting, business, and/or office management.

Special Requirement. None

Substance Abuse Testing. None.

Preferred/Desirable Qualification. AMS Advantage Financial System experience is preferred.

ESSENTIAL FUNCTIONS

Communication: Answers questions and responds to inquiries from City employees, vendors, contractors, management, and the general public, tactfully and courteously, to establish and maintain effective working relationships. Obtains information regarding services needed and assists in resolving service or product problems. Initiates vendor contact to expedite orders or correct discrepancies. Obtains quotations for price and availability of materials, services, and equipment. Prepares written

documents, including daily, weekly, monthly, and annual reports, and developing and updating office procedures. Places Purchase Orders (PO's) and Delivery Orders (DO's).

Manual/Physical: Prepares and processes Purchase Orders (PO's), Delivery Orders (DO's), General Accounting Encumbrances (GAE's), and Internal Expenditure Transactions (IET's) for various accounting transactions. Maintains files according to City, state, and unit policies, as well as accounting records and performance logs. Operates a variety of standard office equipment, such as a calculator, Personal Computer (PC), copier, etc. Processes data via a PC to maintain various records, inventory transactions, and generate periodic reports. Processes receiving and transaction history reports. Reviews inventory status reports and responds to exceptions. Inspects and monitors back order status and maintains a back order file. Checks physical inventory count against record balance for discrepancies and records adjustments. Monitors inventory levels for reorder. Maintains required audit trails. Reviews documents for completeness, consistency, accuracy, and conformance to procedures. Monitors and reports on vendor performance. Moves objects weighing less than 20 pounds in the *Materials and Supply Assignment*.

Mental: Gathers and researches information, and resolves complex problems. Makes decisions in conformance with and interprets City, department, and unit policies and operating procedures. Analyzes data to make recommendations to management. Makes simple arithmetic calculations. Counts, records, and balances assigned transactions accurately. Processes and balances cash receipts. Arranges documents in a specific order for various files. Prioritizes own work assignments. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training and in classroom settings.

Knowledge/Skill/Abilities:

Knowledge of:

inventory control systems and procedures;
general business accounts payable practices and procedures;
clerical accounting, records maintenance, and bookkeeping principles and practices;
purchasing procedures and office management principles and practices;
account reconciliation and audit trail preparation techniques;
basic receiving and distribution methods; and
personal computer software applications.

Skill in basic typing and the use and care of a variety of office equipment.

Ability to:

compile data to generate reports of unit activity and performance;
maintain a variety of accounting records and files;
work accurately with detailed information;
multi-task and prioritize several duties and projects simultaneously;
accurately count, record, and balance assigned transactions;
make simple arithmetic calculations and balance and reconcile statements;

follow departmental policies, procedures, and work methods; and establish and maintain effective working relationships with management, other City employees, vendors, suppliers, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

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PAY GRADE: 40

EEO-A/S

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-N/A

CDL-No

RESP-No

IND-8810

JOB FCTN-GEN

SWORN-No

INCREMENTS 62-200